

Wilcannia Central School

Cleaton Street

WILCANNIA. 2836

Ph. 08 80 915 801

Fax: 08 80 915 026

###### Ivanhoe Central School

Columbus Street

IVANHOE 2878

Ph: 02 6995 1108

Fax: 02 6995 1290

**Menindee Central School**

Menindee St

MENINDEE, 2879

Ph: 0880914409

Fax: 0880914377

**Attendance Warning Letter (15 missed lessons)**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

This notice is to inform you that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(student) has missed 15 lessons in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (subject). This is the third step in the Wilvandee Attendance Policy. (see attachment) It is now necessary to arrange a meeting between the student/caregiver/teacher/executive to discuss this matter. Someone from the school will be in contact with you in the near future to organise this. An attendance contract is to be negotiated and signed by the student and caregiver. Please note that students must attend lessons to meet course requirements. If your child continues to miss lessons further actions will be taken which may lead to an N-Determination.

Please sign and return to the school the attached form. Should you have any questions about this, please contact the school coordinator, course teacher or Head Teacher / Principal as soon as possible.

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Coordinator ( \_\_\_\_\_\_\_\_ ) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal /H. Teacher ( \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ) Date

**PARENT/GUARDIAN ACKNOWLEDGEMENT OF POOR ATTENDANCE**

I understand that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (student) has missed 15 lessons and is in danger of not meeting course requirements in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (subject). I also understand that it is necessary for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (student) to attend all lessons in future or further actions will be taken which may lead to an N-Determination.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Date